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PD-26821

PD Information

PD Number	00CZ552	Master	<input type="checkbox"/>
Position Title	Government Information Specialist	Cloned from Master	<input type="checkbox"/>
Servicing HR Office	Central Office	Standard	Regional
Service/Staff Office/Region	Office of Administrative Services	Owner	Manuela Martinez
PD Status	Active	Series	0306
Pay Plan	GS	Supervisory Status	Non-supervisory (8)
Grade	13	FPL	GS-13
Position Status	Competitive Service (1)	FLSA	Exempt
I/A	Yes	Competitive Level	N001
Position Sensitivity	Non-sensitive (1)	Financial Statement	OGE-450
Drug Test	Position does not require drug test (L)	Occupational Category Code	Administrative (A)
Public Trust Indicator	Level 5 - Moderate Risk (5)	Keywords	
Legacy - Classified By		Capstone Official	<input type="checkbox"/>
Classified By	Manuela Martinez	Classified On	4/23/2013
Vacancy Announcement Number		Job Analysis Attachment	<input type="checkbox"/>

Description

Description

**Government Information Specialist
GS-0306-13**

Risk determination completed by the NCC on 04-23-13; Tier 2, MBI, SF85P.

The Government Information Specialist serves as an expert on all issues and matters pertaining to the Freedom of Information Act (FOIA) and Privacy Act (PA). This position is located in the General Services Administration (GSA), Office of Administrative Services (OAS), Management and Oversight Division (H1C), at Central Office. As a technical expert in the area of FOIA, works and provides guidance on complex and sensitive FOIA actions involving procurement and contracting records and documents. As such, the employee serves as an expert on all matters, questions, and issues pertaining to the FOIA and as a principal point of contact for the FOIA Program. Such work includes

providing access to the records created by GSA; processing FOIA and Privacy Act (PA) initial requests from the general public; and providing expert technical advice to officials at GSA nationwide and other Executive Branch Agencies and Departments.

Major Duties

Applies a wide range of analytical methods to assess and improve the effectiveness and management of assigned Freedom of Information Act (FOIA) and Privacy Act (PA) processes, projects and systems as well as to respond to a myriad of requests for information. Provides input and recommendations regarding projected operations, significant trends, and recurring problems to the GSA leadership.

Evaluates new or modified legislation, proposed regulations or agency guidance concerning the FOIA and PA for projected impact on the organization's programs, services and resources. Coordinates with other program areas and offices to determine the impact of these changes. Proposes or develops or modifies program guidelines to incorporate these changes.

Coordinates the preparation of responses to requests for agency information and records filed under the FOIA. Uses a thorough knowledge of the FOIA and implementing regulations and precedents to determine whether the agency's response is adequate, complete, and in compliance with all regulatory requirements. Provides training and technical assistance to staff and program offices on the preparation of FOIA responses and the interpretation and application of FOIA and PA requirements.

As a recognized technical expert, reviews incoming requests, imposes due dates, tracks progress in the preparation of timely responses, provides technical assistance on style and format issues, reviews and edits responses to ensure appropriate concurrences are obtained and deadlines met. Resolves highly technical issues by maintaining contact with a wide variety of legal and program experts across the Federal Government. Takes the initiative to troubleshoot and resolve technical problems. Recommends and defends unusual or precedent-setting approaches.

Develops or recommends new ways to employ information technology to improve the quality and timeliness of agency correspondence.

Reconciles disputes among subordinate organizations on the appropriate handling of FOIAs.

Assembles and organizes information from a variety of sources, reviews

information, reconciles conflicting data, and devises new or modified methods to respond to FOIAs or PA requests. Develops recommendations and proposals based on data analysis. Prepares and conducts briefings for higher level management to explain new methods and subject matter involved and provide recommendations or action plans and provide guidance for implementation.

Analyzes requests for GSA information under the FOIA and responds to such requests to access GSA records. Consults with program officials about concerns they may have about release of those records. Determines whether the FOIA exemptions to compulsory disclosure will address program concerns about release, entirely or in part, and whether fees will be charged, reduced or waived in responding to requestors. Makes recommendations to the delegated Initial Denial Authority designated by the Director, to grant or deny official requests to obtain information from, GSA records and automated systems. Also has the authority to make independent judgments concerning discretionary releases of information on a case by case basis. Recommends proper disposition of non-GSA requests, and on own initiative transfers them to proper agency (ies).

Reviews and analyzes appeals from denials of access to records requested under the FOIA/PA and withheld after initial review and/or the imposition of fees and recommends the final agency decision on release/non-release of records and whether to charge, reduce or waive fees.

Serves as a subject matter expert at GSA nationwide. Responds to members of Congress, the public, the media, other agencies, and employees and officials of GSA who are seeking information about interpretation, policy process and procedure, and/or technical assistance concerning access laws administered by GSA.

Develops and implements the GSA procedural guidance for interpretation and execution of information access laws and regulations regarding FOIA and For Official Use Only (FOUO) matters. Specifically, develops and manages the process of receiving requests for information, assigning an action officer to respond, review the response, obtain legal guidance or review as appropriate, issues timely correspondence to the requestor, approves any time extensions, if applicable, and tracks the progress of the response throughout the process.

Provides technical and administrative oversight concerning GSA documents, actions, policies, procedures, and database entries for subordinate activities and regional operating organizations. Coordinates closely with GSA attorneys to ensure timely legal review of appropriate cases. Provides technical guidance to FOIA action officers at GSA nationwide to ensure they meet acceptable GSA standards of processing

unusual and complex FOIA requests. Screens material prior to release to ensure that documents are releasable and do not conflict with the exemptions of the FOIA/PA. Ensures adequate searches have been performed and proper certifications are completed for “no records” findings.

Handles or assists in the development of a variety of reports pertaining to FOIAs.

Performs other related duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION FL 1-8 1550POINTS

Expert knowledge of the Freedom of Information Act (FOIA) (5 U.S.C. 552) and the Privacy Act (PA) (5 U.S.C. 552a), as well as other applicable information access laws, pertinent court cases decided under authority, and organizational policy in order to effectively analyze records and make independent determinations as to what records, portions of records, or information may be released or withheld from the public.

Mastery of Federal laws and regulations, Executive Orders and agency directives and guidelines pertaining to designated FOIAs, and GSA compliance provisions, including the ability to assess potential problems and to formulate recommendations regarding additional studies and alternative actions.

Mastery of program analysis, management and evaluation methodologies, and research principles necessary to perform broad, far-reaching studies impacting FOIAs and PA operations.

Expert knowledge of qualitative and quantitative techniques to analyze the effectiveness and efficiency of assigned FOIA and PA programs and operations, specifically management objectives and issues relevant to organizational goals.

Expert skill in analyzing complex appeals for information withheld under FOIA and evaluates the merit of the appeals for information withheld.

Comprehensive knowledge of the GSA organizational structure, policies and operational procedures, terminology, programs, functions, filing systems, and records management and storage procedures to analyze, evaluate, locate and identify records responsiveness to requestors or to make referrals as appropriate.

Skill oral and written presentations is required to resolve issues between submitters of records, members of the general public or media requesting information, and program managers and officials.

Skill in preparing clear, concise, and defensible written conclusions on complex FOIA matters for members of the public or media, taking into consideration the varying levels of comprehension. Skill in oral communication in order to explain in an effective and clear manner the determinations made regarding the release of information and the Freedom of Information Act policies.

Skill in interpersonal relations required to present determinations, recommendations, with detailed justification in written correspondence either to the public if information is released that was previously withheld, or General Counsel if a recommendation is made to continue to withhold the information and conduct formal meetings in a concise and professional manner.

FACTOR 2, SUPERVISORY CONTROLS FL 2-4 450 POINTS

This position reports to the Director, Management and Oversight Division. The supervisor assigns assignments in terms of program objectives to be accomplished and provides basic priorities. The incumbent is responsible for independently planning and organizing all work and ensuring the timely completion of all requests and assignments. The employee independently develops and prepares plans, program objectives, assists in performance improvement initiatives within the FOIA process, determines methods to be used, resolves conflicts, and coordinates efforts to obtain, release, or deny records or information from GSA organizations to the public. He/she plans and schedules production-oriented work for short and long term planning to ensure timely response requirements of the FOIA are met. Recommendations regarding the release of information are viewed as technically sound and authoritative and are reviewed in terms of the attainment of program objectives.

FACTOR 3, GUIDELINES FL 3-4 450 POINTS

The guidelines consist of the Freedom of Information Act, its implementing regulations and broad organizational policy documents that are general in nature and of limited use in specific case requests or situations.

Guidelines for resolution of arguments rendered by requestors appealing the denial of information under the FOIA/PA or the amendment of records and database entries are practically nonexistent. The incumbent uses judgment and ingenuity, within the boundaries of the available guidelines in order to proactively resolve issues and process actions. He/she relies on seasoned experience and skill to make independent judgments to modify routine communications, develops alternative approaches or procedures to resolve complex or unique requests for information or amendment of records, and exercises considerable judgment and

ingenuity in the interpretation of the intent of guides that do exist, the development of adaptations and application for specific case files. The employee is recognized as GSA's authority in the development and implementation of procedures related to FOIA/PA.

FACTOR 4, COMPLEXITY

FL 4-5

325 POINTS

The work involves analysis and evaluation of a wide range of program areas and analytical criteria, usually encompassing a far-reaching scope of GSA activities and disciplines in order to respond to a myriad of FOIA requests. The work assignments frequently involve the solution of complex and far-reaching problems without benefit of previously established directives, reports or methods and criteria. The work requires extensive research, analysis, evaluation, cross-checking and interpretation of information gathered in order to properly and timely respond to a plethora of FOIA requests received agency-wide. As a result, the incumbent is typically required to independently determine the best approach in dealing with specific program areas, issues and the individuals involved for each FOIA request. The employee considers each package to determine what rules and procedures are applicable, what special significance may be attached, if any unusual deadlines are involved, and what data must be drawn from what sources. To accomplish the assigned tasks, the incumbent must take into account the need to maintain close contact with many offices and the need to eventually integrate the work of these offices into one product, and the necessity to compare this work with stated objectives so that goals are met, all this within very short time limits. The work requires expert knowledge of the Freedom of Information Act publications and written authorities from GSA, Department of Justice, and other Federal agencies. The employee provides expert technical guidance to a large group of interrelated organizations on appropriate responses to the most complex FOIA requests involving detailed contract and technical contract information.

The FOIA law requires release upon request from any person all responsive records in an agency's possession unless the records (or portions of records) fall within one or more narrowly construed exemptions. Thus administering the Act and processing requests requires a high degree of discretion that protects vital GSA research and development, procurement and contracting processes and procedures while protecting the people's right to information. The complexity of the work is compounded by the stringent time limits contained in the FOIA by provisions which permit the requestor to commence suit either because of failure to meet the time limits or to obtain records that have been withheld. As a result, successful response to each individual FOIA request involves multiple levels of coordination with subject matter experts in multiple disciplines working for various organizations within a compressed time period.

The Privacy Act interfaces with the Freedom of Information Act to the extent that it protects the disclosure of certain individual personal information maintained in agency records from disclosure to third parties without their prior written consent. In most instances a balancing test must be undertaken to determine whether the public interest under the FOIA outweighs the individual's right to privacy. The Freedom of Information Act applies to all records and database entries in the possession of agencies of the Executive Branch of the Federal Government. An incorrect interpretation of statutory requirements, policies or procedures could result in compromising an inquiry or investigation; an invasion of personal privacy; disruption of decision-making; a violation of the attorney/client privilege or revelation of attorney work-product or strategy; or an inappropriate release of confidential source information. Faulty or incomplete disclosure of GSA procurement and contracting records and database entries may result in litigation against the agency.

The analysis of appeals for information withheld under the Freedom of Information Act requires an independent, unbiased evaluation of the release and denial decisions made by other specialists within the organization, complicated by frequently extremely complex arguments and issues raised by the public.

FACTOR 5, SCOPE AND EFFECT FL 5-4**225 POINTS**

The purpose of the work is to provide expertise in effectively developing, maintaining and responding to GSA's Freedom of Information Act (FOIA) program. Such work ensures GSA's nationwide compliance with the FOIA requirements to include GSA procurement documents, actions, policies, procedures, and database entries. The employee is also responsible for providing interpretive guidance regarding the Freedom of Information Act as it relates to GSA records and coordinating the implementation of that guidance. The program is a frequent source of information for the public, the media, contractors, public interest organizations and Congress.

FACTORS 6/7. PERSONAL/PURPOSE OF CONTACTS FL 3C 180 POINTS

Maintains extensive contact and coordination with employees within the GSA, Department of Justice, and other Federal and civilian agencies.

Personal contacts are with co-workers in the office, attorneys, and employees throughout the GSA nationwide; Freedom of Information Act specialists throughout the Federal Government; Congressional committees and staffs; and the public, including the news media, law firms, researchers, public interest organizations, businesses, and private citizens. Typically, contacts are unscheduled and take place in scheduled meetings, conferences, briefings, mail and electronic mail, or by telephone.

Typically, contacts are initiated to research criteria, gain information regarding specific issues, explain and/or clarify goals and objectives, exchange and provide information to a variety of individuals, and influence management officials in accepting and/or implementing findings and recommendations. The employee may encounter resistance due to such issues as organizational conflict, competing objectives, resource problems, etc. Additionally, the contacts are to provide interpretation, guidance, and advice on policies and procedural requirements as well as to maintain awareness of the status of preparation of responses to FOIA requests. Such contacts include high-ranking military and civilian managers in order to gain compliance with the provisions of the Freedom of Information Act/Privacy, exchange information, compile or confirm information; seek legal review of FOIA requests; and to negotiate, clarify or modify the nature and scope of requests. At times, provides technical assistance to the Public Affairs Office (PAO) in explaining complex matters or why certain decisions, possibly controversial, were made in specific FOIA requests.

FACTOR 8. PHYSICAL DEMANDS FL 8-1**5 POINTS**

The work is primarily sedentary, although some light physical effort may be required.

**FACTOR 9. WORK ENVIRONMENT FL 9-1
POINTS****5**

Work is typically performed in an adequately lighted and climate controlled office. Some travel is required to other Government buildings.

Total points: 3190.
GS-13 Range: 3155-3600.

References: Position Classification Flysheet for Government Information Series, 0306 dated March 2012; Administrative Analysis Grade Evaluation Guide dated August 1990.

Final Classification Determination: Government Information Specialist, GS-306-13.

Fair Labor Standards Act (FLSA) Determination = (EXEMPT)

FLSA EVALUATION

Administrative Exemption:

Met - Primary duty consistent with 5 CFR 206 (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND

Met - Job duties require exercise of discretion & independent judgment.

Met- employee's work is intellectual and varied in nature.

Comments/Explanations: The incumbent performs non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require frequent exercise of discretion & independent judgment.

Has the authority to make independent judgments concerning discretionary releases of information on a case by case basis. Serves as the subject matter expert point of contact at GSA in responding to members of Congress, the public, the media and other agencies

Conclusion: Exempt.

Additional Description

Created By Manuela Martinez, 4/23/2013 12:46 PM Last Modified By Mark Whitesell, 4/16/2014 10:22 AM

Activity History

Email: PD Number: 00CZ552 - for you to review

Name	Travis Lewis
Task	<input checked="" type="checkbox"/>
Due Date	8/4/2014
Assigned To	Charlotte Watson
Last Modified Date/Time	8/4/2014 11:25 AM
Comments	<p>Additional To: travis.lewis@gsa.gov</p> <p>CC:</p> <p>BCC: charlotte.watson@gsa.gov</p> <p>Attachment:</p> <p>Subject: PD Number: 00CZ552 - for you to review</p> <p>Body:</p> <p>PD Number: 00CZ552</p> <p>Position Title: Government Information Specialist</p> <p>Servicing HR Office: Central Office</p> <p>Service/Staff Office/Region: Office of Administrative Services</p> <p>PD Status: Active</p> <p>Pay Plan: GS</p>

Grade: 13

Position Status: Competitive Service (1)

I/A: Yes

Position Sensitivity: Non-sensitive (1)

Drug Test: Position does not require drug test (L)

Public Trust Indicator: Level 5 - Moderate Risk (5)

Legacy - Classified By:

Classified By: Manuela Martinez

Vacancy Announcement Number:

Master: 0

Cloned from Master: 0

Standard: Regional

Owner: Manuela Martinez

Series: 0306

Supervisory Status: Non-supervisory (8)

FPL: GS-13

FLSA: Exempt

Competitive Level: N001

Financial Statement: OGE-450

Occupational Category Code: Administrative (A)

Keywords:

Classified On: 4/23/2013

Job Analysis Attachment: 0

Created By: Manuela Martinez

Description:

**Government Information Specialist
GS-0306-13**

Risk determination completed by the NCC on 04-23-13; Tier 2, MBI, SF85P.

The Government Information Specialist serves as an expert on all issues and matters pertaining to the Freedom of Information Act (FOIA) and Privacy Act (PA). This position is located in the General Services Administration (GSA), Office of Administrative Services (OAS), Management and Oversight Division (H1C), at Central Office. As a technical expert in the area of FOIA, works and provides guidance on complex and sensitive FOIA actions involving procurement and contracting records and documents. As such, the employee serves as an expert on all matters, questions, and issues pertaining to the FOIA and as a principal point of contact for the FOIA Program. Such work includes providing access to the records created by GSA; processing FOIA and Privacy Act (PA) initial requests from the general public; and providing expert technical advice to officials at GSA nationwide and other Executive Branch Agencies and

Departments.**Major Duties**

Applies a wide range of analytical methods to assess and improve the effectiveness and management of assigned Freedom of Information Act (FOIA) and Privacy Act (PA) processes, projects and systems as well as to respond to a myriad of requests for information. Provides input and recommendations regarding projected operations, significant trends, and recurring problems to the GSA leadership.

Evaluates new or modified legislation, proposed regulations or agency guidance concerning the FOIA and PA for projected impact on the organization's programs, services and resources. Coordinates with other program areas and offices to determine the impact of these changes. Proposes or develops or modifies program guidelines to incorporate these changes.

Coordinates the preparation of responses to requests for agency information and records filed under the FOIA. Uses a thorough knowledge of the FOIA and implementing regulations and precedents to determine whether the agency's response is adequate, complete, and in compliance with all regulatory requirements. Provides training and technical assistance to staff and program offices on the preparation of FOIA responses and the interpretation and application of FOIA and PA requirements.

As a recognized technical expert, reviews incoming requests, imposes due dates, tracks progress in the preparation of timely responses, provides technical assistance on style and format issues, reviews and edits responses to ensure appropriate concurrences are obtained and deadlines met. Resolves highly technical issues by maintaining contact with a wide variety of legal and program experts across the Federal Government. Takes the initiative to troubleshoot and resolve technical problems. Recommends and defends unusual or precedent-setting approaches.

Develops or recommends new ways to employ information technology to improve the quality and timeliness of agency correspondence. Reconciles disputes among subordinate organizations on the appropriate handling of FOIAs.

Assembles and organizes information from a variety of sources, reviews information, reconciles conflicting data, and devises new or modified methods to respond to FOIAs or PA requests. Develops recommendations and proposals based on data analysis.

Prepares and conducts briefings for higher level management to explain new methods and subject matter involved and provide recommendations or action plans and provide guidance for implementation.

Analyzes requests for GSA information under the FOIA and responds to such requests to access GSA records. Consults with program officials about concerns they may have about release of those records. Determines whether the FOIA exemptions to compulsory disclosure will address program concerns about release, entirely or in part, and whether fees will be charged, reduced or waived in responding to requestors. Makes recommendations to the delegated Initial Denial Authority designated by the Director, to grant or deny official requests to obtain information from, GSA records and automated systems. Also has the authority to make independent judgments concerning discretionary releases of information on a case by case basis. Recommends proper disposition of non-GSA requests, and on own initiative transfers them to proper agency (ies).

Reviews and analyzes appeals from denials of access to records requested under the FOIA/PA and withheld after initial review and/or the imposition of fees and recommends the final agency decision on release/non-release of records and whether to charge, reduce or waive fees.

Serves as a subject matter expert at GSA nationwide. Responds to members of

Congress, the public, the media, other agencies, and employees and officials of GSA who are seeking information about interpretation, policy process and procedure, and/or technical assistance concerning access laws administered by GSA.

Develops and implements the GSA procedural guidance for interpretation and execution of information access laws and regulations regarding FOIA and For Official Use Only (FOUO) matters. Specifically, develops and manages the process of receiving requests for information, assigning an action officer to respond, review the response, obtain legal guidance or review as appropriate, issues timely correspondence to the requestor, approves any time extensions, if applicable, and tracks the progress of the response throughout the process.

Provides technical and administrative oversight concerning GSA documents, actions, policies, procedures, and database entries for subordinate activities and regional operating organizations. Coordinates closely with GSA attorneys to ensure timely legal review of appropriate cases. Provides technical guidance to FOIA action officers at GSA nationwide to ensure they meet acceptable GSA standards of processing unusual and complex FOIA requests. Screens material prior to release to ensure that documents are releasable and do not conflict with the exemptions of the FOIA/PA. Ensures adequate searches have been performed and proper certifications are completed for "no records" findings.

Handles or assists in the development of a variety of reports pertaining to FOIAs.

Performs other related duties as assigned.

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION FL 1-8 1550POINTS

Expert knowledge of the Freedom of Information Act (FOIA) (5 U.S.C. 552) and the Privacy Act (PA) (5 U.S.C. 552a), as well as other applicable information access laws, pertinent court cases decided under authority, and organizational policy in order to effectively analyze records and make independent determinations as to what records, portions of records, or information may be released or withheld from the public.

Mastery of Federal laws and regulations, Executive Orders and agency directives and guidelines pertaining to designated FOIAs, and GSA compliance provisions, including the ability to assess potential problems and to formulate recommendations regarding additional studies and alternative actions.

Mastery of program analysis, management and evaluation methodologies, and research principles necessary to perform broad, far-reaching studies impacting FOIAs and PA operations.

Expert knowledge of qualitative and quantitative techniques to analyze the effectiveness and efficiency of assigned FOIA and PA programs and operations, specifically management objectives and issues relevant to organizational goals.

Expert skill in analyzing complex appeals for information withheld under FOIA and evaluates the merit of the appeals for information withheld.

Comprehensive knowledge of the GSA organizational structure, policies and operational procedures, terminology, programs, functions, filing systems, and records management and storage procedures to analyze, evaluate, locate and identify records responsiveness to requestors or to make referrals as appropriate.

Skill oral and written presentations is required to resolve issues between submitters of records, members of the general public or media requesting information, and program managers and officials.

Skill in preparing clear, concise, and defensible written conclusions on complex FOIA matters for members of the public or media, taking into consideration the varying levels of comprehension. Skill in oral communication in order to explain in an effective and clear manner the determinations made regarding the release of information and the

Freedom of Information Act policies.

Skill in interpersonal relations required to present determinations, recommendations, with detailed justification in written correspondence either to the public if information is released that was previously withheld, or General Counsel if a recommendation is made to continue to withhold the information and conduct formal meetings in a concise and professional manner.

FACTOR 2, SUPERVISORY CONTROLS FL 2-4 450 POINTS

This position reports to the Director, Management and Oversight Division. The supervisor assigns assignments in terms of program objectives to be accomplished and provides basic priorities. The incumbent is responsible for independently planning and organizing all work and ensuring the timely completion of all requests and assignments. The employee independently develops and prepares plans, program objectives, assists in performance improvement initiatives within the FOIA process, determines methods to be used, resolves conflicts, and coordinates efforts to obtain, release, or deny records or information from GSA organizations to the public. He/she plans and schedules production-oriented work for short and long term planning to ensure timely response requirements of the FOIA are met. Recommendations regarding the release of information are viewed as technically sound and authoritative and are reviewed in terms of the attainment of program objectives.

FACTOR 3, GUIDELINES FL 3-4 450 POINTS

The guidelines consist of the Freedom of Information Act, its implementing regulations and broad organizational policy documents that are general in nature and of limited use in specific case requests or situations.

Guidelines for resolution of arguments rendered by requestors appealing the denial of information under the FOIA/PA or the amendment of records and database entries are practically nonexistent. The incumbent uses judgment and ingenuity, within the boundaries of the available guidelines in order to proactively resolve issues and process actions. He/she relies on seasoned experience and skill to make independent judgments to modify routine communications, develops alternative approaches or procedures to resolve complex or unique requests for information or amendment of records, and exercises considerable judgment and ingenuity in the interpretation of the intent of guides that do exist, the development of adaptations and application for specific case files. The employee is recognized as GSA's authority in the development and implementation of procedures related to FOIA/PA.

FACTOR 4, COMPLEXITY FL 4-5 325 POINTS

The work involves analysis and evaluation of a wide range of program areas and analytical criteria, usually encompassing a far-reaching scope of GSA activities and disciplines in order to respond to a myriad of FOIA requests. The work assignments frequently involve the solution of complex and far-reaching problems without benefit of previously established directives, reports or methods and criteria. The work requires extensive research, analysis, evaluation, cross-checking and interpretation of information gathered in order to properly and timely respond to a plethora of FOIA requests received agency-wide. As a result, the incumbent is typically required to independently determine the best approach in dealing with specific program areas, issues and the individuals involved for each FOIA request. The employee considers each package to determine what rules and procedures are applicable, what special significance may be attached, if any unusual deadlines are involved, and what data must be drawn from what sources. To accomplish the assigned tasks, the incumbent must take into account the need to maintain close contact with many offices and the need to eventually integrate the work of these offices into one product, and the necessity to compare this work with stated objectives so that goals are met, all this within very short time limits. The work requires expert knowledge of the Freedom of Information Act publications and written authorities from GSA, Department of Justice, and other Federal agencies. The employee provides expert technical guidance to a large group of interrelated organizations on appropriate responses to the most complex FOIA requests

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The Privacy Act interfaces with the Freedom of Information Act to the extent that it protects the disclosure of certain individual personal information maintained in agency records from disclosure to third parties without their prior written consent. In most instances a balancing test must be undertaken to determine whether the public interest under the FOIA outweighs the individual's right to privacy. The Freedom of Information Act applies to all records and database entries in the possession of agencies of the Executive Branch of the Federal Government. An incorrect interpretation of statutory requirements, policies or procedures could result in compromising an inquiry or investigation; an invasion of personal privacy; disruption of decision-making; a violation of the attorney/client privilege or revelation of attorney work-product or strategy; or an inappropriate release of confidential source information. Faulty or incomplete disclosure of GSA procurement and contracting records and database entries may result in litigation against the agency.

The analysis of appeals for information withheld under the Freedom of Information Act requires an independent, unbiased evaluation of the release and denial decisions made by other specialists within the organization, complicated by frequently extremely complex arguments and issues raised by the public.

FACTOR 5, SCOPE AND EFFECT FL 5-4 225 POINTS

The purpose of the work is to provide expertise in effectively developing, maintaining and responding to GSA's Freedom of Information Act (FOIA) program. Such work ensures GSA's nationwide compliance with the FOIA requirements to include GSA procurement documents, actions, policies, procedures, and database entries. The employee is also responsible for providing interpretive guidance regarding the Freedom of Information Act as it relates to GSA records and coordinating the implementation of that guidance. The program is a frequent source of information for the public, the media, contractors, public interest organizations and Congress.

FACTORS 6/7. PERSONAL/PURPOSE OF CONTACTS FL 3C 180 POINTS

Maintains extensive contact and coordination with employees within the GSA, Department of Justice, and other Federal and civilian agencies.

Personal contacts are with co-workers in the office, attorneys, and employees throughout the GSA nationwide; Freedom of Information Act specialists throughout the Federal Government; Congressional committees and staffs; and the public, including the news media, law firms, researchers, public interest organizations, businesses, and private citizens. Typically, contacts are unscheduled and take place in scheduled meetings, conferences, briefings, mail and electronic mail, or by telephone.

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legal review of FOIA requests; and to negotiate, clarify or modify the nature and scope of requests. At times, provides technical assistance to the Public Affairs Office (PAO) in explaining complex matters or why certain decisions, possibly controversial, were made in specific FOIA requests.

FACTOR 8. PHYSICAL DEMANDS FL 8-1 5 POINTS

The work is primarily sedentary, although some light physical effort may be required.

FACTOR 9. WORK ENVIRONMENT FL 9-1 5 POINTS

Work is typically performed in an adequately lighted and climate controlled office. Some travel is required to other Government buildings.

Total points: 3190.

GS-13 Range: 3155-3600.

References: Position Classification Flysheet for Government Information Series, 0306 dated March 2012; Administrative Analysis Grade Evaluation Guide dated August 1990.

Final Classification Determination: Government Information Specialist, GS-306-13.

Fair Labor Standards Act (FLSA) Determination = (EXEMPT)

FLSA EVALUATION

Administrative Exemption:

Met - Primary duty consistent with 5 CFR 206 (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND

Met - Job duties require exercise of discretion & independent judgment.

Met- employee's work is intellectual and varied in nature.

Comments/Explanations: The incumbent performs non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require frequent exercise of discretion & independent judgment.

Has the authority to make independent judgments concerning discretionary releases of information on a case by case basis. Serves as the subject matter expert point of contact at GSA in responding to members of Congress, the public, the media and other agencies

Conclusion: Exempt.

Additional Description:

PD History

4/16/2014 10:22 AM

User **Mark Whitesell**

Action **Changed Description.**

5/1/2013 8:23 AM

User	Patti Stengel
------	----------------------

Action	Changed Description.
--------	-----------------------------

5/1/2013 7:45 AM

User	Patti Stengel
------	----------------------

Action	Changed Description.
--------	-----------------------------

4/25/2013 3:03 PM

User	Manuela Martinez
------	-------------------------

Action	Changed Description.
--------	-----------------------------

4/25/2013 1:06 PM

User	Manuela Martinez
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Action	Changed Series from 0301 to 0306.
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4/23/2013 1:49 PM

User	Manuela Martinez
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Action	Changed Description.
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4/23/2013 12:46 PM

User	Manuela Martinez
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Action	Created.
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